

**BUSINESS AND/OR TRADING TRUST INCOME FOR YEAR ENDED 31 MARCH 2026**

NAME

EMAIL

**A BANK RECORDS REQUIRED**

Coded bank statements for the income year to 31 March 2026 for all business accounts

Please write beside each payment and deposit details (eg Purchases, Phone, Rates, transfer etc)

We only require you to code and supply bank statements if we have not had your bank records or access to your online accounting system during the year to do GST Returns or we rely on your computer printouts to verify the details. *Please enclose a copy of your March 2025 bank statement showing the balance at year end.*

**B. COMPUTER OR CASHBOOK RECORDS**

Where you provide a computerised cash book, please provide a USB stick backup at the end of the financial year or email the file to us. Please send to [peter@pauldodd.co.nz](mailto:peter@pauldodd.co.nz) or provide access to your online accounting system

*Copy of bank reconciliations at balance date for all bank accounts*

**C. MORTGAGES/LOANS/HIRE PURCHASE**

Legal, Lease/Mortgage and/or Hire Purchase Documents for any new Finance arrangements. Copy of March Statement showing loan balance at year end.

**D. VEHICLES**

**Sole Trader or Partnership only:** If it has been 3 years since you have completed a logbook, Please do so now. If more than 1 vehicle, list all vehicles below and the business percentage use for each

Business Usage	%	Vehicle Make
Business Usage	%	Vehicle Make

**Companies Only (under FBT regime)**

Is there more than 1 vehicle available for private use?   Please indicate vehicle Details

If yes, are there any days the business vehicle is available for private use? Private Use Days;

Advise which days – please supply all FBT returns for the year)

**E. GOODS AND SERVICES TAX**

Copies of all returns during the year, including the GST return spanning the end of Year balance date. (Note together with your worksheets)	<input type="checkbox"/>	<input type="checkbox"/>
Has there been any one off adjustments made during the tax year? If so please provide the date and nature of the adjustment, (ie sale of vehicle, adjustment from last year, errors etc )	<input type="checkbox"/>	<input type="checkbox"/>

**F. COVID SUPPORT**

Please advise of any Covid-19 related payments you have received including loans, resurgence support or wage subsidies. Please provide copies of the documentation	<input type="checkbox"/>	<input type="checkbox"/>
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**G. LEGAL**

Solicitors statements for all business transactions eg Sale and Purchase Agreement, Finance Statement of Account, Legal Settlement Statement, fees invoice etc	<input type="checkbox"/>	<input type="checkbox"/>
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**H. ENTERTAINMENT**

Please advise on your bank statement or cashbook those restaurant/alcohol bills that were for entertaining clients. Overseas or out of town travel/entertainment: Please advise whether you were entertaining a client or were paying for your own food and travel bills. Advise predominant reason for trip, days away and days spent on business


**BUSINESS INFORMATION REQUIRED**

**ACCOUNTS RECEIVABLE (DEBTORS) – INVOICES/MONEY OWING TO YOU AT BALANCE DATE**

\$

Schedule of individual accounts which make up this total  
(Please specify whether GST is included)

Total Debtors Amount

Y  N

**PLEASE ATTACH COMPUTER PRINTOUT AT BALANCE DATE**

If no computer list is available supply a list of invoices not received by balance date with Amounts and invoice numbers.

Are there any bad debts not written off

Y  N

**TRADING STOCK ON HAND/WORK IN PROGRESS**

Stock on hand as at balance date

Total	\$	GST Included?	Y	N
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Work In Progress as at balance date

Total	\$	GST included?	Y	N
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**FIXED ASSETS**

Please supply full details of purchases (DURING THIS TAX YEAR) and a copy of all invoices. Vehicle, Equipment, Computer etc If vehicle purchased has been financed, please provide the documentation, Full details of all fixed assets disposed – including trade-ins (DURING TAX YEAR) Please advise if any assets need to be scrapped (refer to last year’s asset schedule)

Date of Sale/Purchase	Asset Description	Purchased \$	Sold \$	Write off \$

**ACCOUNTS PAYABLE (CREDITORS) - ACCOUNTS OWING BY YOU AT BALANCE DATE**

Please provide your computer printout of Creditors at balance date or a list of bills you owe at balance date including specifics for each amount ie Name of Creditor, type of expense, amounts owing

Creditor Name	Type of Payment	\$ Amount			
	<b>Total</b>	<b>\$</b>	<b>GST Inclusive?</b>	<b>Y</b>	<b>N</b>

**INCOME PROTECTION INSURANCE**

You can claim the cost of income protection insurance if the insurance pay out would be taxable. Ask your insurance provider if your income protection insurance is deductible (can be claimed as an expense). This is also called 'loss of earnings' insurance.

**HOME OFFICE/STORAGE AREA**

If you have a room set aside as a study or you use any part of your home for business purposes, please provide details of the following totals paid during year

Rates and Water rates	\$
House Insurance (House & Contents)	\$
Interest Paid (do not include any principal paid) on mortgage	\$
Power & Gas	\$
Repairs and Maintenance	\$
Rent Paid	\$
Other	\$
House area sq m	Sq m
Office/storage area sq m	Sq m

**BUSINESS INCOME AND BUSINESS EXPENSES NOT INCLUDED IN BUSINESS ACCOUNT**

\*Has all business banking been banked into your trading account during the year?

\*Have all business expenses been withdrawn from your business trading account?

**\*If not please provide details of any amounts which were not banked by 31 March 2026**

**TRUST INFORMATION REQUIRED**

**TRUST NAME**

Do we have a copy of your Trust Deed?

Y  N

If not please provide a copy

Has there been any gifting during the tax year from 1 April 2024 to 31 March 2026

Y  N

If so please provide copies of gifting documents completed by your solicitor and balance of Any settlers loan to the Trust

Have there been any changes to the beneficiaries of the Trust that we need to be aware of?

Y  N

Changes

Do you have any special instructions regarding distributions to beneficiaries?

Y  N

Special Instructions

Distributions to Children

Childs Name	Date of Birth	IRD Number

Please advise details of any other income the above-named children receive

**Income and Assets of the Trust**

Please provide details of all income for the Trust for the year to 31 March 2026 ie rental income, interest, dividends or other type of income

Please provide details of assets and investments held by the Trust at balance date ie Share/Unit Trust values, Overseas Shares and Investments, property purchased or Artwork purchased

Please provide any bank or loan documents showing movements for the year to balance date

**TERMS OF ENGAGEMENT**

Paul M Dodd & Associates will compile your financial statements, in accordance with the standards applicable to Compilation Engagements, from information provided by you. We will not audit, review or otherwise attempt to verify the accuracy or completeness of that information

Our service will not result in the expression of an audit or any other form of assurance on the financial statements nor the fulfilling of any statutory of other audit requirements. Our services cannot be relied upon to detect any fraud or error in the organization.

It is understood and agreed that:

- a) You will provide us with accurate and complete information necessary to compile such statements and you accept responsibility for any failure to supply us with all the relevant records and information. This responsibility for the accuracy and completeness of the assertions in the financial statements remains with you.
- b) The financial statements will be conspicuously marked as unaudited and you will attach our disclaimer (which is in a form approved by Chartered Accountants Australia & New Zealand) when distributing the financial statements to third parties.
- c) If not all of the receipts, invoices or vouchers are supplied to us we will assume that the receipts are held by you at the time of preparing your Financial Accounts
- d) **IMPORTANT – If this document is not completed and signed we will be unable to begin your accounts and that if incomplete we will assume that the required figure is nil or that this question does not apply to you**

I/We agree to the terms above and confirm that the information supplied in this questionnaire is accurate and complete in all respects

I/We give authority to Paul M Dodd & Associates Limited to act as my/our agent for all tax types (except child support) until further notice. Authority is given to obtain information from Inland Revenue about all tax types (except child support). This includes obtaining information through all Inland Revenue media and communications channels.

This authority includes all staff of Paul Morley Dodd t/a Paul M Dodd and Associates Limited

You agree to our terms of trade of payment by 20<sup>th</sup> of the month following invoice and will personally indemnify Paul M Dodd & Associates Ltd for fees outstanding. You understand those fees that are overdue by 30 days will have interest charged. You further understand that if fees are not paid by 60 days they will be handed to a debt collector and you will pay all charges.

**IF YOU HAVE ANY QUESTIONS PLEASE DISCUSS THESE WITH US BEFORE SIGNING THIS DOCUMENT.**

Signature:	Print Name:	Date:
Confirm Preferred Email:	Mobile:	Business: